

Office of the Illinois State Treasurer
Position Description

Position Title: Information Technology Intern
Division: Information Technology
Domicile: Chicago or Springfield

Position Summary:

The goal of the Illinois State Treasurer's Office (ISTO) Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

Supervision:

Reports to Sr. IT Manager

Supervisory Responsibilities:

N/A

Duties and Responsibilities:

- Participate in a variety of IT projects, including IT Application Development, Digital, Collaboration, Networking and IT Security.
- Work directly with the ISTO end-users to provide quality IT support.
- Play a part on the IT team by being a productive, reliable team member.
- Use good communication skills to interact with IT team members and end-users.
- Develop good working relationships with the IT team and ISTO end-users.

Specific Skills:

- Reliable and detailed oriented, good organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment
- Good written and verbal communication skills
- Experience with Microsoft Office, i.e. Word, Excel and PowerPoint, a plus, but not required.

IT Intern Learning Objectives

Upon completion of this internship, you will have learned:

- Best practices in supporting a large office with IT needs
- How to provide basic IT services to many different departments
- The important role IT plays in implementing various office programs